**Getting Organized and Efficient with Google**

**Speaker: Julie LaChance**

The first thing that she covered was how to handle Gmail emails. Now I know that we do not use this in the school district primarily, but it helps for me personally because I do use Gmail. I see that many people are the same way at work, that they do not know what to do with their emails, but they want to save it for some reason “just in case”. We get a lot of important email and it would be great to teach them how to organize their email so it is easier to find something rather than just searching. She talked about adding an email to a task and showing it up on your calendar page. There is also a function called google keep that you can search for to organized your information in a different lay out and color coded way, sort of like post-it notes. There is also an extension that can be added to chrome for this (cool!). And there is an app for your phone.

She continued on talking about extension on google drive, which is a piece that I am finding a lot more teacher than I thought do not know that much about surprisingly. One thing that she showed was typing in “google” in the chrome store and it would narrow it down specifically. Then, based on if you clicked on apps or extension, it would narrow it down to those specifically, and show you only the ones that google specifically made, which are very great apps and extensions to get. There is also an office editing tool that allows you to get Microsoft office documents and edit them on google drive. There is a mail checker piece too that allows you to check your calendar without keeping a bunch of tabs open. One specific piece that she talked about was MX Hero. This was a piece that you could get as an extension for email. There is a button that you can click on to track who opens it and clicks on the message, so you will know if they clicked on it and read it or clicked on the link in the email. One cool piece is that you could choose it to “self-destruct” if you select it, after 5 minutes. You can also type up an email and click on “send later” which would be an awesome tool to use, as I think of something during the day and then I don’t send it right away, but need it send it later at the end of the day, and then I forget about it. Another feature is that it will check to see if the people you sent it to replied to it, and if they haven’t after x amount of days, then it will send you a reminder that they haven’t responded, and maybe you should send it again.

In google drive she talked about how to organize it. One was creating folders and naming them about what you want them to be. There is also a way to color code the folders. The search feature she showed is one that I would really like to share with teachers, as many can’t find or lose something in their google drive. There is also a drop down arrow next to the search button that you can click and it will drop down to specifically look for just a spread sheet, or a document. In google drive too there is a way that you can add apps to google drive, which I didn’t know was able to be used. Hello fax was one that you can use to fax a document from google drive to a fax machine somewhere else (very cool!). Hello sign, is putting a signature on a digital document that you get up to 3 free each month. You can then save it in your drive and send them, instead of printing and scanning. They addressed the research piece too under tools on google document that it will add things to the document that you search for. This will be super helpful for my students who struggle to multi-task with something in order have only one window to flip back and forth between.

She finished up with Google Chrome with a few quick things. She talked about when you do a new tab, you can add apps specifically to the main screen that you get when you open up that new tab. This whole presentation gave me a refresher on Google uses, but it also gave me some ideas to use with other teachers, because they are not as familiar with things as I might be. Very excited to share this information with them!